

SIS2000+ Training Manual

Academic History

Graduation Requirements

Using the Requirement Editor

Purpose

The Requirements application may be used to verify students' eligibility in a number of areas, based on criteria specified. One of those areas is Graduation Requirements. This application can be configured to define how many credits of a course or subject a student must be awarded in order to meet the eligibility requirements for graduation from their school, and then determine whether or not a student has met those requirements.

Pre-Requisites

There are several areas that must be set-up and configured properly before using the Requirements application to track Graduation Requirements. The appropriate tables need to be set-up in the Table Editor. Students involved in the process must have a Graduation Requirement selected for them in the Student Editor. The courses defined in District Courses must be set-up to differentiate between different subject areas and different course codes. Academic History records must be posted for students in the Student History application. Refer to the Preparing for Graduation Requirements documentation for more information on Graduation Requirements set-up.

Training Objectives

Use the Requirements Editor to set-up Graduation Requirements and process for graduation eligibility.

GRADUATION REQUIREMENTS CONFIGURATION

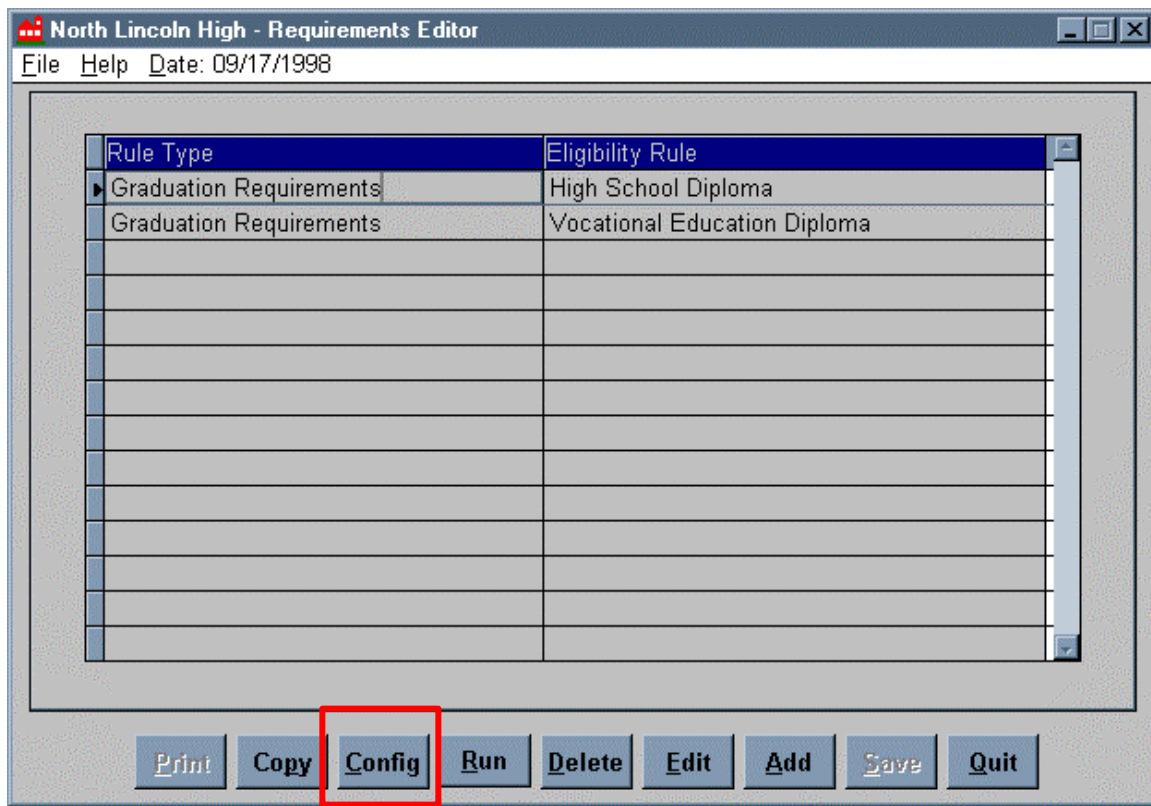
Before you start adding Graduation Requirements to the Requirements Editor, you must first do some configuration from within the Requirements Editor itself. The configuration done here will affect the Graduation Requirement set-up and processing that will be performed.

NOTE: It is not intended for the average end-user to perform the Requirements configuration. This should be done by someone at the district level, with the assistance of the NeTel Technical Support staff. For this reason, this section of the documentation contains information on tables that are not normally cover in training manual documents. Some knowledge of the SchoolNet database is expected for configuring Requirements.

Launch Requirements

From the Main Menu, click on **Academic History**. Then click on **Requirements**.

The opening screen of the Requirements Editor is a summary listing of the different rule types and their associated eligibility rules. For example you may have several types of 'Graduation Requirements' because of the different diplomas that your schools offer, or perhaps your requirements changed over the years and different graduating classes may have a different set of requirements for graduation.



Requirements Editor, opening summary screen.

Rule Type – the type of rule that you have created. 'Graduation Requirements' for example. (The available types were defined in the '**Eligibility Rule Types**' table (zerultyp) in the Table Editor.)

Eligibility Rule – The name that you've given to the specific rule that is associated with the Rule Type. (This data is stored in the eligrule table).

Before you add rules for the first time, you will want to go through the Requirements Configuration steps first. If you have already configured requirements and are returning to add more Graduation Requirements rules or edit existing rules, go to the section on Adding Graduation Requirement Rules.

Configure Graduation Requirements

From the opening summary screen of the Requirements Editor, click the **Config** button. The configuration process involves three steps, or tabs. The first two will be performed now. The last one, 'Graduation Reqs.' will be configured later.

Fields to Sum Tab

Checking for eligibility through the Requirements Editor basically works through summary calculations. The application checks to see that students meet a minimum set of requirements by summarizing the totals that they have earned in certain fields. This tab is where you will define what those certain fields are.

The screenshot shows a software window titled "North Lincoln High - Requirements Editor". The window has a menu bar with "File" and "Help", and a date field showing "Date: 09/17/1998". The main area is divided into three tabs: "Fields to Sum" (selected), "Sum Selection", and "Graduation Reqs".

Under the "Fields to Sum" tab, there are four input fields:

- Field:** A dropdown menu showing "Grad Credits Awarded".
- Description:** A text box containing "Grad Credits Awarded".
- Table:** A dropdown menu showing "trnscrip". To its right is a "Clear" button.
- Field to Sum:** A dropdown menu showing "trnscrip.gradcrawd". To its right is a "Clear" button.

Below these fields are four buttons: "Delete", "Edit" (which is highlighted with a double border), "Add", and "Save".

At the bottom of the main area is an "End Config" button.

At the very bottom of the window is a row of buttons: "Print", "Copy", "Config", "Run", "Delete", "Edit", "Add", "Save", and "Quit".

Requirement Editor Configurations, Fields to Sum tab.

For Graduation Requirements, the field that you will want to sum is the field that stores the amount of credit that a student was awarded for the successful completion of their courses.

Add/Edit a Field to Sum

Click **Add** to add a new field to sum to the Requirements Editor. To change an existing field to sum, select the field to edit from the **Field** drop-down box and click **Edit**.

The selections on this tab populate the **eligsfld** table:

Field – the field that will be summed. This drop-down box comes from the eligsfld table. As new fields to sum are added to this screen, this drop-down list is populated. To view the configuration of a particular field to sum, once more than one record has been added, use this drop-down box as a selector.

The eligsfld table is edited through the Fields to Sum tab. The fields in the eligsfld table are:

esflduniq – a unique number for each entry in the table. **Generated by SchoolNet automatically.**

Descript – the description that you give to the field that will be summed. **Edited through the Fields to Sum Tab, on the 'Description' line.**

sntype – used to tie this table to the Eligibility Rule Type Table (zerulyp). **For Graduation Requirements, this must be a 'G'** so that it matches up with the entry in the Eligibility Rule Type table for Graduation Requirements where the erulypc is also 'G'. **Currently set to 'G' by SchoolNet automatically as new entries are added.**

snflduniq – used to define which database field is actually being summed. This number comes for the snfields table. (In the SQL Editor, look at the snfields table to find the record for the transcript table, graduation credits awarded field (trnsrpt.gradcawd)). Use the same number from snfields table, snflduniq field for this entry in the eligsfld table, snflduniq field. **Edited through Fields to Sum tab, 'Table' and 'Field to Sum' drop-down boxes.**

Description – the description that you give to the field that will be summed.

Table – the table where the field you want to sum is located. The transcript (trnsrpt) table is used for Graduation Requirements.

Field to Sum – the field within the above table that will actually be summed. The Graduation Credits Awarded (gradcawd) field in the transcript (trnsrpt) table is used for Graduation Requirements.

Save your changes.

To delete a field to sum, select the field from the **Field** drop-down box and click **Delete**. Confirm the delete command.

Sum Selection Tab

This screen is used to define the relationships between tables (joins) that will be used when defining Requirement rules. For example, in Graduation Requirements, you may define that a student must earn 10 graduation credits (units) of Art to be eligible for graduation.

On the Fields to Sum tab, you only defined which field will be summed, but you did not yet define which records that contain that field will be used for each summation. For example, only records for 'Drafting', 'Dance', and ' Art' courses will count towards students' Art requirements.

On the Sum Selection tab, you do not yet set up the subjects or courses that may be included in each summation, but you do set up the joins between the transcript table and the course tables so that you can later complete that set-up.

NOTE: This part of the configuration is what will allow you to later select which courses count for credit in which area of Graduation Requirements. If this part of the configuration is not completed accurately, you will not be able to select courses or subjects on the Sum tab of the actual Graduation Requirement rules.

Add/Edit a Sum Selection



Click **Add** to add a new type of Sum Selection. To change an existing Sum Selection, choose the Sum Selection to edit from the **Selection** drop-down box and click **Edit**.

The selections on this tab populate the **eligfld** table:

Selection – the field that will be able to select from when defining your Graduation Requirements. As new Sum Selections are added to this screen, this drop-down list is populated. To view the configuration of a particular Sum Selection, once more than one record has been added, use this drop-down box as a selector.

Description – the name that you give to the Sum Selection. This should be an understandable name that you will be able to recognize easily while making your selections when actually defining a Graduation Requirements rule.

Field / Constant – select the type of selection that this will be.

-  **Field involves joining table together.** When **Field** is chosen you will be able to select courses or subject from an available course or subject list and arrow them over to a selected course or subject list when actually defining Graduation Requirements.
-  **Constant does not involve joins; it means that you are selecting a field from the transcript table itself.** When **Constant** is chosen, you must type in a course code or subject name when making your selections while actually defining the Graduation Requirements.

Table/Field for Compare – this is where the join you are creating will begin. For Graduation Requirements, the table will be 'trnsrpt'. The field will depend on what it is you are attempting to join or use. **Examples are given below.**

Table/Field for Join - these lines are used to tell the Requirements Editor which tables to join for this Sum Selection. **Examples are given below.**

Table/Field for Select – this is the table and field that will be used in the actual selection. This is basically the stopping point of the join.

Description Fields – these are the fields that users will be able to see when making their selections during the definition of Graduation Requirement rules. The field choices here come from the table selected above, on the Table/Field for Select line.

Save your changes.

To delete a field to sum, select the field from the **Field** drop-down box and click **Delete**. Confirm the delete command.

Examples of Sum Selections:

COURSE CODE / DESCRIPTION - This set-up will allow you to select from a list displaying the course codes and their corresponding descriptions. This must be accomplished through a join. Therefore, FIELD must be selected.

The screenshot shows the 'North Lincoln High - Requirements Editor' window. The 'Sum Selection' tab is active. The 'Selection' dropdown is set to 'Course Code'. The 'Description' text box contains 'Course Code'. The 'Field' radio button is selected. The configuration table below shows the following values:

Table/Field for Compare:	Field	Action	
trnsrpt	crshisuniq	Clear	
Table/Field for Join:	crshist	crshist.crsuniq	Clear
Table/Field for Join:			Clear
Table/Field for Select:	course	course.coursec	Clear
Description Fields:	course.coursec	course.descript	Clear

Buttons at the bottom of the configuration area: Delete, Done, Add, Save. A button labeled 'End Config' is located below the configuration area. At the very bottom of the window are buttons: Print, Copy, Config, Run, Delete, Edit, Add, Save, Quit.

SUBJECT CODE/DESCRIPTION – This set-up will allow you to select Subject areas, by their code and description, as they are displayed in District Courses. This must be accomplished through a join. Therefore, FIELD must be selected.

The screenshot shows the 'Sum Selection' dialog box with the following configuration:

- Selection:** Subject
- Description:** Subject
- Field/Constant:** Field (selected)
- Table/Field for Compare:** trnsrpt | trnsrpt.subjectc
- Table/Field for Join:** (empty) | (empty)
- Table/Field for Join:** (empty) | (empty)
- Table/Field for Select:** zsubject | zsubject.description
- Description Fields:** zsubject.subjectc | zsubject.description
- Buttons:** Delete, Done, Add, Save

SPEEDE EXPRESS CODE – this set-up will allow you to use a field that is directly stored in the transcript record. That is why CONSTANT is chosen instead of FIELD. For this method you can only choose the table and the field that you will be selecting from. When you use this method, you will not have a selection box while defining the Graduation Requirement rules; you will type in the SpeedeExpress Course Code Number of the courses that will be selected.

The screenshot shows the 'Sum Selection' dialog box with the following configuration:

- Selection:** SeCoursec Constant
- Description:** SeCoursec Constant
- Field/Constant:** Constant (selected)
- Table/Field for Compare:** trnsrpt | trnsrpt.secoursec
- Table/Field for Join:** (empty) | (empty)
- Table/Field for Join:** (empty) | (empty)
- Table/Field for Select:** (empty) | (empty)
- Description Fields:** (empty) | (empty)
- Buttons:** Delete, Done, Add, Save

SUBJECT CODE – this set-up will also allow you to use a field that is directly stored in the transcript record. Again, CONSTANT is chosen instead of FIELD. When you use this method, you will not have a selection box while defining the Graduation Requirement rules; you will type in the Subject Codes associated with the courses that will be selected. The Subject Codes can be viewed in the Subject Codes table in the Table Editor.

The screenshot shows a software window with three tabs: 'Fields to Sum', 'Sum Selection' (active), and 'Graduation Reqs'. The 'Sum Selection' tab contains the following elements:

- Selection:** A dropdown menu set to 'Subject Constant'.
- Description:** A text field containing 'Subject Constant'.
- Field/Constant:** Two radio buttons; 'Field' is unselected, and 'Constant' is selected.
- Table/Field for Compare:** Two dropdown menus. The first is set to 'trnscrip' and the second to 'trnscrip.subjectc'. A 'Clear' button is to the right.
- Table/Field for Join:** Two empty dropdown menus. A 'Clear' button is to the right.
- Table/Field for Join:** Two empty dropdown menus. A 'Clear' button is to the right.
- Table/Field for Select:** Two empty dropdown menus. A 'Clear' button is to the right.
- Description Fields:** Two empty dropdown menus. A 'Clear' button is to the right.
- Buttons:** At the bottom are 'Delete', 'Done' (highlighted with a double border), 'Add', and 'Save' buttons.

Graduation Reqs Tab

This tab can not be completely set-up until after you have defined at least one Graduation Requirement rule. Return to it after Graduation Requirement rules have been added.

Click **End Config** to return to the main Requirements summary screen.

Information on this tab will follow the Add Graduation Requirement Rules section of this document.

ADDING GRADUATION REQUIREMENT RULES

Once the configuration steps described above are completed, you may begin adding Graduation Requirement eligibility rules to the Requirements Editor. (To Edit an existing rule, select that rule from the main summary screen and click **Edit**. Go through the following steps as needed and make the appropriate changes.)

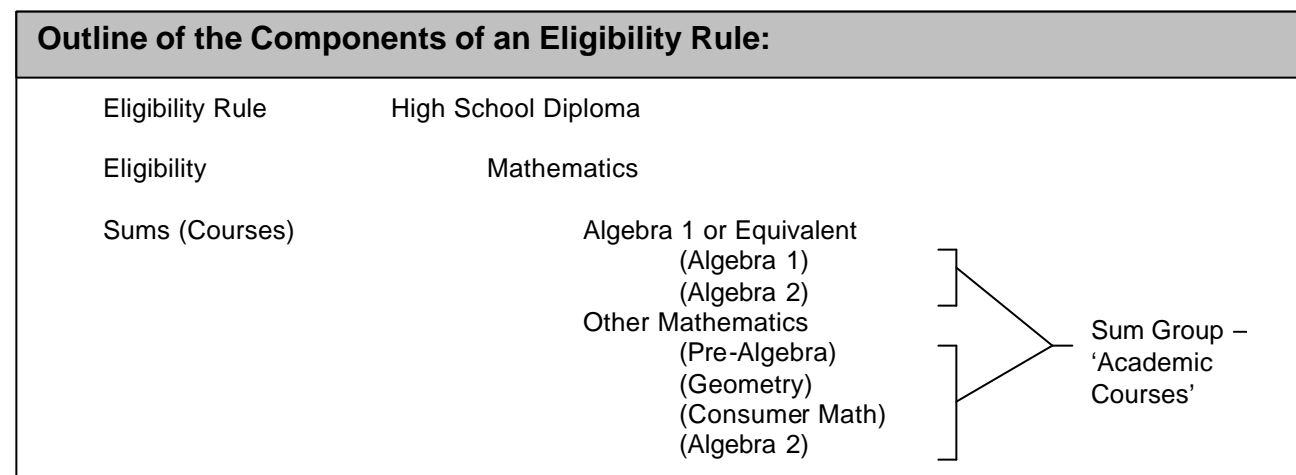
NOTE: This part of the Requirements Editor may be done by an administrator who is extremely familiar with SIS 2000+, and the way that the school's data has been set up. If there is no such user at the school, then this too should be done by a district representative with the assistance of the DCS Staff.

The Components of a Rule

An eligibility rule is composed of several parts. For Graduation Requirements, related or similar courses are grouped together into **'Sums'**. (i.e., 'Algebra 1' and 'Algebra 2' are grouped into a Sum named 'Algebra 1 or Equivalent'. 'Geometry', 'Pre-Algebra', & 'Consumer Math', 'Algebra 2', etc. are grouped into a Sum called 'Other Mathematics'.)

Those Sums are then grouped into **'Eligibilities'**. (i.e., the Sums 'Algebra 1 or Equivalent' and 'Other Mathematics' are grouped into an Eligibility called 'Mathematics')

The Eligibilities, then, compose the **'Eligibility Rule'** that you are adding. (i.e., the Eligibility Rule called 'High School Diploma' is made up of Eligibilities for 'Mathematics', 'English', 'Science', etc.)



When eligibility processing is run, the Sums are then grouped into **'Sum Groups'**. Sum Groups generally consist of several Sums (which consist of courses). (i.e., the Sums of 'Algebra 1 or Equivalent' and 'Other Mathematics' are in the Sum Group 'Academic Courses'.) The totals of any Sum that belong together should be in the same Sum Group. A credit earned can only be counted once per Sum Group.

That way, when a Sum has reached its maximum allowable value, it is possible that another course that may also fit into the Sum that is 'full' can then be used in a different Sum. (i.e., if a student has already fulfilled the requirements for the Sum 'Algebra 1 or Equivalent' by earning credit for 'Algebra 1', 'Algebra 2' will then bump down to the Sum 'Other Mathematics'. **When a Sum is at its max, course credit will go into the next matching Sum in the Sum Group. Also, a credit can only be counted once in each Sum Group.**

When you set-up for Graduation Requirements, you will also likely have a Sum for 'Total Credits'. That Sum should not be in a Sum Group. This is because you will want all of the credits from the other Sums to be totaled in this Sum. Leaving 'Total Credits' out of any Sum Group will ensure that all credits for all Sum Groups are also counted a second time in the 'Total Credits' Sum. 'Total Credits' acts as its own Sum Group because a specific Sum Group was not associated with it.

Using the same principle, you may create another Sum Group called 'Vocational Courses' if you have a set of Graduation Requirements where your elective or 'Vocational' courses can count for both a 'Fine Arts' Sum and a 'Vocational' Sum. The credit earned for a course that is associated with both of these Sums Groups will count twice, once under the 'Academic Courses' Sum Group and once under the 'Vocational Courses' Sum Group. But under the 'Total Credits' Sum Group it will only appear once because of the rule that a credit can only be counted once in each Sum Group.

The following Section outlines the set-up for sample sets of Graduation requirements.

Defining a Graduation Requirements Eligibility Rule

In defining a Graduation Requirements Eligibility Rule, you must set-up the Sum Groups, Sums, and Eligibilities that must be met for a student to be eligible for graduation. Eligibility Rule set-up will be dictated by a school's Graduation Requirements.

Graduation Requirements

The following is a sample set of Graduation Requirements. It is set-up with semester courses that are worth 0.5 credits and year-long courses that count for 1.0 credit. There is a total of 21 minimum credits required, so not only do the Eligibilities defined have to be met, but the minimum total must be at least 21 credits.

Required Areas of Study	High School Diploma	Units Required
English and Language Arts	Language Arts American Literature	3 1
Mathematics	Algebra 1 or Equivalent Other Mathematics	1 2
Science	Biology Other Sciences	1 2
Social Studies	Government / Economics Geography U.S. History	1 1 1
Foreign Language	2 units in one Foreign Language	2
Health & Physical Education	Health Personal Fitness	0.5 0.5
Computer Technology OR Fine Arts OR Vocational Education	1 unit of related courses	1
Locally Required or Elective Units	4 units of related courses	4
TOTAL	Minimum Required Units	21

Once you have a set of Graduation Requirements, you must know which courses are associated with each Area of Study. You will likely need to know all or some of the following information about courses that fulfill requirements in the Areas of Study: Course Code, Subject area, and SpeedeExpress Code.

Add a New Rule

To Add a new Graduation Requirement rule, click **Add** from the bottom of the opening summary screen.

North Lincoln High - Requirements Editor

File Help Date: 09/17/1998

Add Rule: High School Diploma Type: Graduation Requirements

Eligibility Sums Sum Groups Results

Delete Item Edit Item Add Item

Print Copy Config Run Delete Undo Add Save Quit

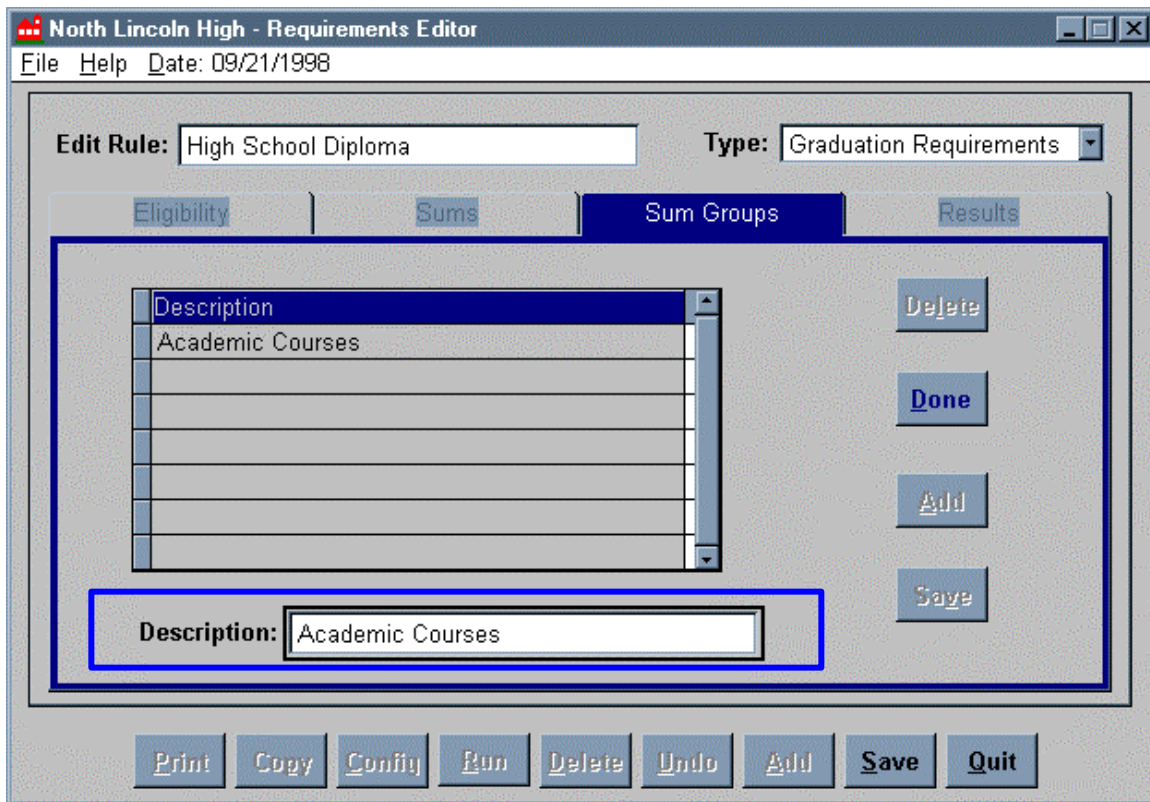
Add/Edit Rule screen, with its four detail tabs.

Add Rule – type in the name you want to give to this rule. For Graduation Requirements this is generally some type of diploma.

Type - select the type of rule that the rule you are adding is. For Graduation Requirement rules select 'Graduation Requirements'.

Create Sum Groups

For this example, only one Sum Group will be needed. All of the Sums will be grouped together and no course needs to be counted in more than one group. There will be a 'Total Credits' Sum that is not associated with a Sum Group so that all courses will be counted a second time towards the tally in the 'Total Credits' Sum.



Sum Groups tab of the Requirements Editor when Adding or Editing Eligibility Rules.

Go to the **Sum Groups** tab. Click the blue **Add** button. Type the name of the Sum Group you are adding in the **Description** field at the bottom of the tab. Click the blue **Save** button and the new Sum Group will be added to the grid.

If you want to Edit or Delete a Sum Group, click the appropriate button. When Editing, you may rename a Sum Group by changing the text in the Description field and clicking the blue Save button.

When deleting, you will not be allowed to delete a Sum Group that is used in other parts of this Eligibility Rule. If a Sum Group has not yet been used, confirm the deletion.

To finally commit all changes on this tab, click the Save button at the bottom of the screen.

Define Sums

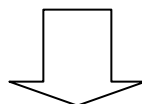
Now that Sum Groups are defined, you can create the Sums that will be used for meeting each Eligibility in the Eligibility Rule. Each Sum will be Associated with a Sum Group and will consist of the courses that may be counted towards meeting Graduation Requirements if a student has earned credit in those courses.

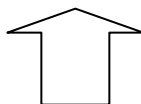
Sums will generally be labeled the same way as the categories under each Area of Study are labeled on the Graduation Requirements listing for the school. You can see that the Sums below follow the exact nomenclature used on the Graduation Requirements grid above.

The Sums tab lists all of the Sums that have been added. On this screen, the Description, the Maximum number of units allowed in the Sum, and the Sum Group associated with each Sum are listed. Sums can be sorted on this screen by clicking and dragging on the gray box to the left of the description of each Sum.

Description	Max Sum	Group
<input type="checkbox"/> Language Arts	3	Academic Courses
<input type="checkbox"/> American Literature	1	Academic Courses
<input type="checkbox"/> Algebra 1 or Equiv.	1	Academic Courses
<input type="checkbox"/> Other Mathematics	2	Academic Courses
<input type="checkbox"/> Biology	1	Academic Courses
<input type="checkbox"/> Other Sciences	2	Academic Courses
<input type="checkbox"/> Government / Economics	1	Academic Courses
<input type="checkbox"/> Geography	1	Academic Courses
<input type="checkbox"/> U.S. History	1	Academic Courses
<input type="checkbox"/> Spanish	2	Academic Courses

(Illustration Continued)





(Continuation of Sums listing)

Eligibility		Sums	Sum Groups	Results
Description	Max Sum	Group		
<input type="checkbox"/> U.S. History	1	Academic Courses	<input type="button" value="Delete Sum"/> <input type="button" value="Edit Sum"/> <input type="button" value="Add Sum"/>	
<input type="checkbox"/> Spanish	2	Academic Courses		
<input type="checkbox"/> French	2	Academic Courses		
<input type="checkbox"/> German	2	Academic Courses		
<input type="checkbox"/> Health	0.5	Academic Courses		
<input type="checkbox"/> Physical Education	0.5	Academic Courses		
<input type="checkbox"/> Computer Technology	1	Academic Courses		
<input type="checkbox"/> Fine Arts	1	Academic Courses		
<input type="checkbox"/> Local or Electives	4	Academic Courses		
<input type="checkbox"/> Total Credits	21			

Sum Groups tab of the Requirements Editor when Adding or Editing Eligibility Rules.

NOTES: Since the Graduation Requirements listing for the school specified that the 2 units of Foreign Language credits must come from one Language, the three languages offered at the school were all listed as separate Sums.

Also note that a Sum for 'Total Credits' was added. It was defined with a maximum value of 21 and was not associated with a Sum Group.

Add Sums

Sums are added to or edited on this list by clicking the blue **Add Sum** or **Edit Sum** buttons. When you click either button, the screen changes to the Add/Edit Sum screen.

North Lincoln High - Requirements Editor
File Help Date: 09/21/1998

Edit Sum

Description: Algebra 1 or Equiv. ☐ Write Result

Field to Sum: Grad Credits Awarded Max Sum: 1

Sum Group: Academic Courses ← Clear

Delete Item

Edit Item

Add Item

Done Save

Print Copy Config Run Delete Done Add Save Quit

Add/Edit Sum screen while using the Sums tab of the Requirements Editor.

Description – the name you are giving to this Sum. (Generally the same as the category of courses as defined on your school's Graduation Requirements listing.)

Write Result – whether or not to write a 'meets this requirement' or 'does not meet this requirement' record for each student for this Sum. (For Graduation Requirements, you generally do not check this box at the Sum level. When adding Eligibilities, you will also have this option. That is where you should put a check in the 'Write Result' box.)

Field to Sum – the database field that will be used to gather the data for this Sum. The choices from this drop-down box come from what was entered during the Requirements Configuration process. In the case of Graduation Requirements the choice must be 'Grad Credits Awarded' to ensure that the field used is the credit awarded field from the students' Academic History (transcript) records.

Max Sum – the maximum number of credits that are required for and allowed to be counted towards fulfilling this Sum.

Sum Group – select the Sum Group that this Sum will be associated with. You can use the clear button to the immediate right of this field if you no longer want a Sum to be associated with any Sum Groups.

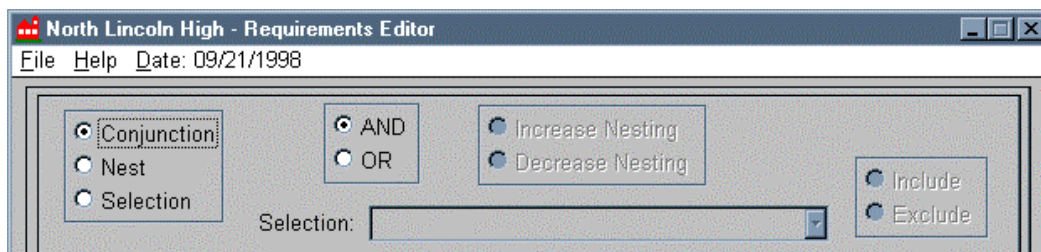
Once you've entered the above information, you must then define exactly which courses will count towards the total earned for each Sum. This is done by adding '**Items**' to a Sum.

Add Items to Sums

Click the blue **Add Item** button on the Add/Edit Sums screen. This brings up another screen, the Add/Edit Items Selection screen. Click the blue **Edit Item** button to make changes to your selections.

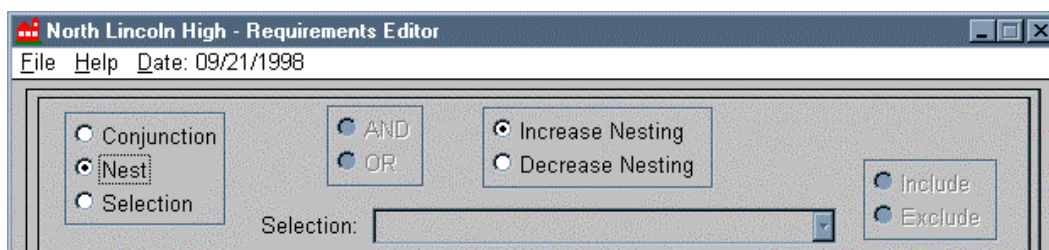
Conjunction, Nest, Selection - Items can be set up as strictly a set of courses (Selection). Or they can be set up as a set of courses OR another set of courses (Conjunction). Or they can be more complex and set up to be a set of courses OR another set of courses AND a third set of courses (Nesting). Generally, for Graduation Requirements, courses are set up with the **selection** method. Nesting and conjunctions are more often used at the Eligibility level.

✍✍ **Conjunction** = 'Algebra 1 OR Algebra 2'

The screenshot shows a window titled "North Lincoln High - Requirements Editor" with a menu bar (File, Help, Date: 09/21/1998). The main area contains several groups of radio buttons. On the left, a group with "Conjunction" selected, "Nest", and "Selection". In the center, a group with "AND" selected and "OR". To the right of that, two buttons: "Increase Nesting" and "Decrease Nesting". On the far right, two buttons: "Include" and "Exclude". Below the "Conjunction" group is a "Selection:" label followed by a dropdown menu.

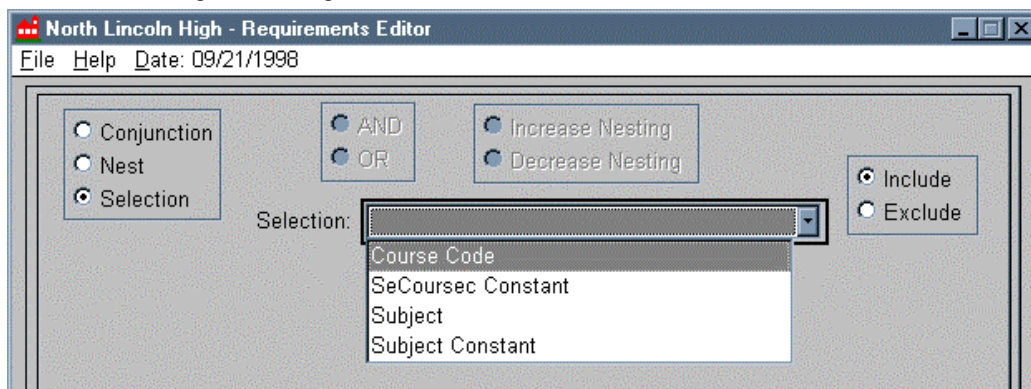
When you select to add a Conjunction statement, you must choose if it is an 'AND' or an 'OR' statement.

✍✍ **Nesting** = 'Algebra 1 OR (Pre-Algebra AND Consumer Math)'

The screenshot shows the same window as before, but with the "Nest" radio button selected in the leftmost group. The "AND" radio button remains selected in the center group. The "Increase Nesting" and "Decrease Nesting" buttons are still present. The "Include" and "Exclude" buttons are also present. The "Selection:" dropdown menu is still there.

When you select to add a Nesting character, you must choose if it is an 'INCREASE NESTING' or a 'DECREASE NESTING' character. Increase = '(', Decrease = ')'.

 **Selection** = 'Algebra 1, Algebra 2'



When you choose to add a selection, you must then choose which selection method you will use.

The choices in the Selection drop-down box come from the Sum Selection tab of the Requirements Configuration process. What you choose here affects what the selection screen will look like.

Make Selections

Choose a selection method from the **Selection** drop-down box

If the selection method you selected was set up as a FIELD selection, the screen will display a list of available choices on the left that you arrow over to the list of selected choices on the right.

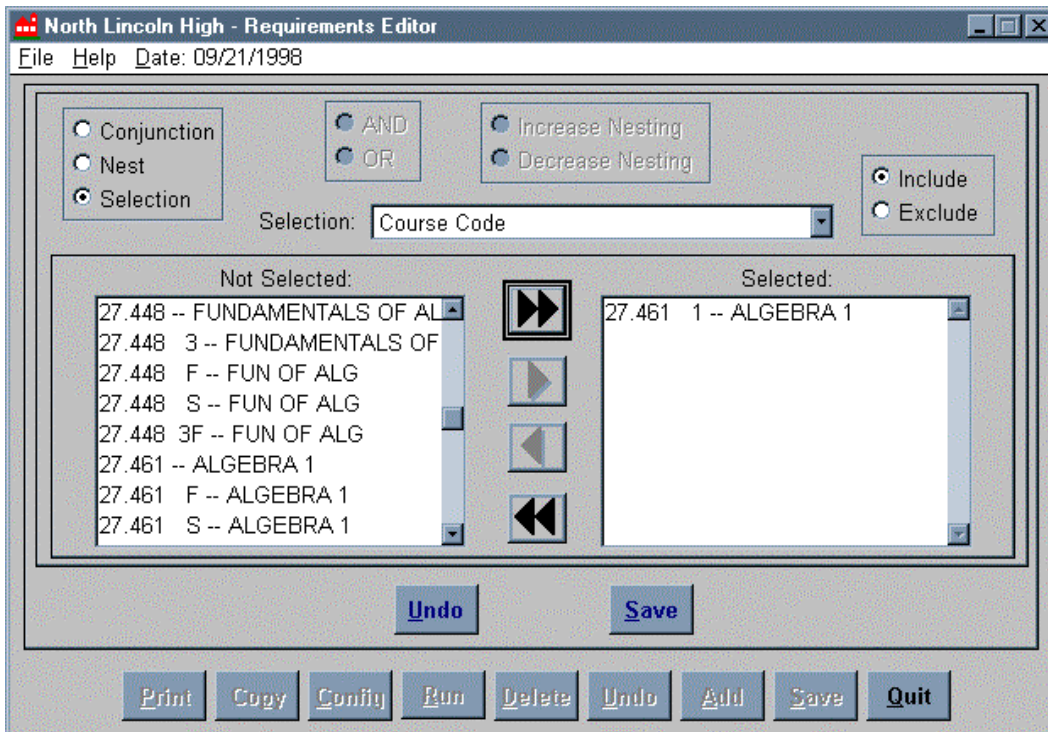
If the selection method you selected was set up as a CONSTANT selection, the screen will display a field for you to enter in a course or subject code that you use to build the list of selected choices on the right.

Below, are the results of the four different selection methods that were set up following the Configuration process described in this document.

COURSE CODE / DESCRIPTION - This set-up allows you to select from a list displaying the course codes and their corresponding descriptions. This is accomplished through table joins that were set up during the Requirements Configuration process.

This is one of the more specific ways to define which courses count as credit under each Sum. You pick the courses that fulfill the requirements for the selected Sum from the list on the left and arrow them over to the right.

NOTE: A listing of courses, including Course Code and Course Description, from the District Courses Editor can be printed through the Scheduling Reports Menu, Course Directory Report.

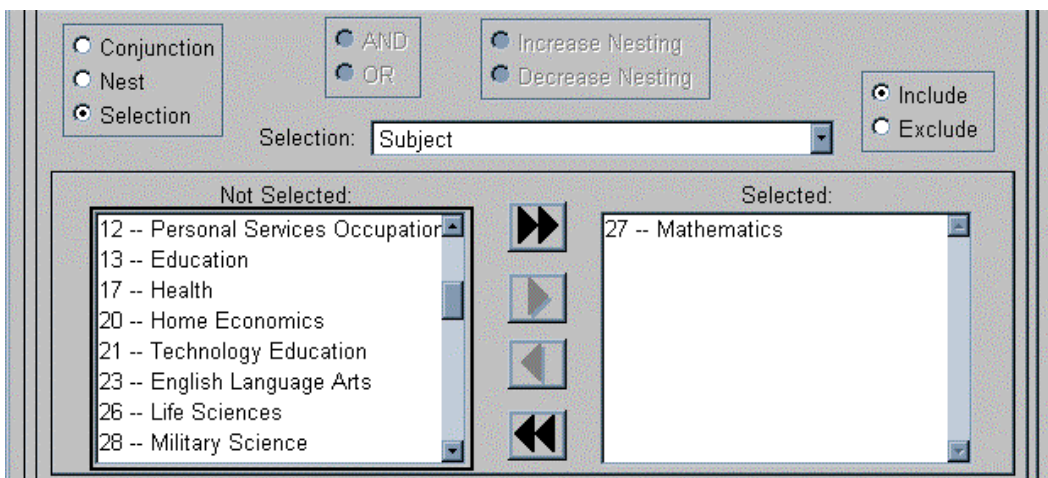


Course Code / Description selection method for Adding/Editing Items.

Click the blue **Save** button when you are finished making selections.

SUBJECT CODE/DESCRIPTION – This set-up allows you to select Subject areas, by their code and description, as they are displayed in District Courses. This is accomplished through table joins that were set up during the Requirements Configuration process.

Using this method requires that the subject field for each course must have been used in the District Courses Editor. Selecting a subject will tell the Requirements checking process to count any credit for a course that has a matching subject defined as credit towards fulfilling the requirements for that Sum.



Subject Description selection method for Adding/Editing Items.

SPEEDE EXPRESS CODE – this set-up allows you to use a field that is directly stored in the transcript record rather than joining table together to access the course data. That is why a CONSTANT value (SpeedeExpress Course Code) is entered instead of selecting a FIELD from a selection box.

For this method you must enter the SpeedeExpress Course Code Number in the 'List of Constants' field. Then hit enter or arrow what you've typed in over to the right.. When using this method be sure to type in every single course that can count as credit towards a Sum. Also, be sure you are entering the SpeedeExpress Course Code; not the Course Code, if they are different.

The screenshot shows a software interface for selecting constants. At the top, there are three groups of radio buttons: 'Conjunction' with options 'AND' (selected), 'OR', and 'Nest'; 'Increase Nesting' and 'Decrease Nesting'; and 'Include' (selected) and 'Exclude'. Below these is a 'Selection:' dropdown menu currently showing 'SeCoursec Constant'. The main area is titled 'List of constants' and contains a text input field with '26.412' and three navigation buttons (right arrow, left arrow, and double left arrow). To the right of these buttons is a large list box containing the value '26.012'.

SpeedeExpress Course Code 'constant' selection method for Adding/Editing Items.

SUBJECT CODE – this set-up also allows you to use a field that is directly stored in the transcript record rather than joining table together to access the course data. That is why a CONSTANT value (Subject Code) is entered instead of selecting a FIELD from a selection box.

For this method you must enter the Subject Code in the 'List of Constants' field. Then hit enter or arrow what you've typed in over to the right.. When using this method be sure to type in the Subject Codes associated with the courses that will be selected. The Subject Codes can be viewed or printed out from the Subject Codes table in the Table Editor.

NOTE: A listing of subjects, including Subject Code and Subject Description, from the Table Editor can be printed while viewing the Subject Table in the Table Editor. Click the Print button while viewing that table to do so.

Subject Description selection method for Adding/Editing Items.

NOTE: No items were added to the Sum for 'Total Credits'.

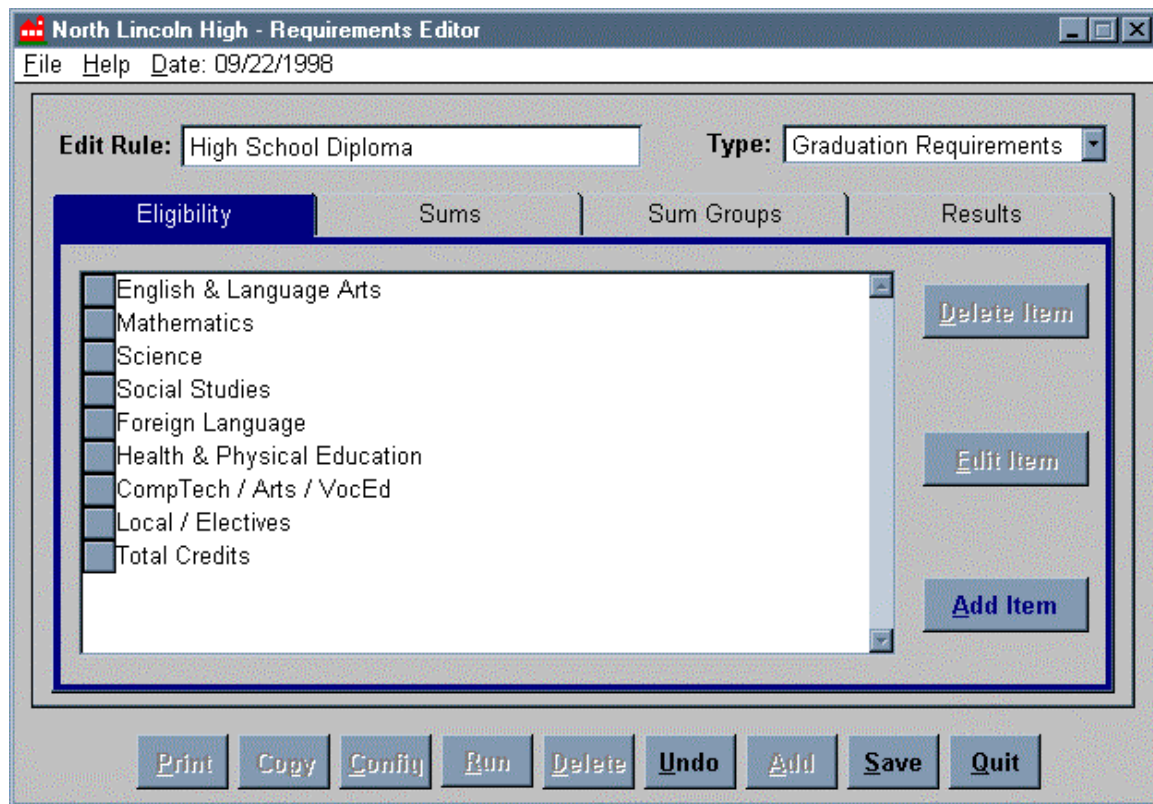
Save Items

After making any selections be sure to click the blue **Save** button. This will close the Add/Edit Item selection screen and return you to the Add/Edit Sum Screen. You may have to click the blue **Save** button on this screen as well if you did not do so earlier. If you already saved on this screen, clicking **Done** will return you to the list of Sums on the Sum tab. All additions and changes must finally be committed to the database by clicking the **Save** button at the bottom of the screen.

Define Eligibilities

Once Sums are defined you must now combine them into the appropriate Eligibilities on the Eligibility tab of the Add/Edit Eligibility Rules screen of the Requirements Editor. These are basically the main Areas of Study as defined by your school's Graduation Requirements listing. This process is very similar to the process of Adding/Editing Sums that was just performed.

The Eligibility tab is simply a listing of the descriptions of the Areas of Study that you add as Items through this tab.



Eligibility Tab with a school's areas of study listed.

NOTE: An Eligibility requirement for 'Total Credits' was also added. The Eligibility Item associated with it will be the 'Total Credits' Sum, which was set up with a value of 21 credits. This Eligibility was set up to write a result to the database so that a student MUST earn a total of at least 21 credits to be eligible for graduation. Not meeting this Eligibility would make a student ineligible for graduation, even if every other Eligibility was met.

Add Eligibility Items

Click the Blue **Add Item** button to add Eligibility Items to this list. Click the blue **Edit** button to make changes to an existing Eligibility Item. This opens the Add/Edit Eligibility Items screen.

North Lincoln High - Requirements Editor
File Help Date: 09/21/1998

Edit Eligibility

Description: Mathematics ☒ Write Result

Delete Item
Edit Item
Add Item

Done Save

Print Copy Config Run Delete Done Add Save Quit

Add/Edit Eligibility Items screen.

Description – the name you are giving to this Eligibility Item. (Generally the same as the Areas of Study as defined on your school's Graduation Requirements listing.)

Write Result – whether or not to write a 'meets this requirement' or 'does not meet this requirement' record for each student for this Item. (For Graduation Requirements, you generally DO check this box at the Eligibility Item level. This tells the system that these Eligibility Items, which contain the combined Sums, are what must be met in order to fulfill Graduation Requirements.)

After adding an Eligibility Item, you must then add Items to it. These Items will be the Sums that are combined to meet an Eligibility Item.

Add Items to Eligibility Items

Click the Blue **Add Item** button to add Items to this Eligibility Item list. Click the blue **Edit** button to make changes to an existing Item. This opens the Add/Edit Items screen.

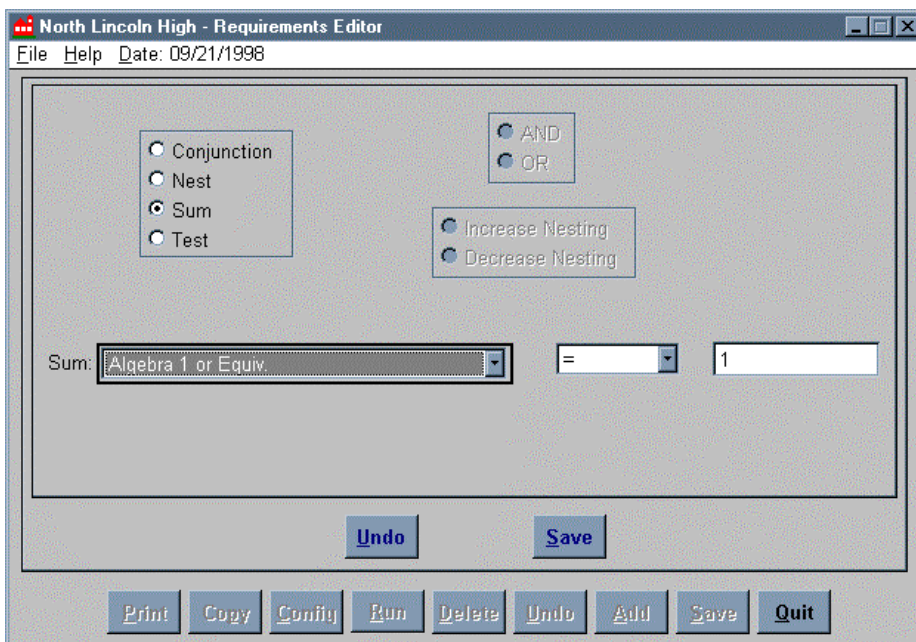
This process also works in a very similar way to Adding Items to a Sum.

It too deals with **Conjunctions** and **Nesting**. These mean the same as they do when Adding Sum Items. Refer to that section of this document for more detail on what they mean.

The choice of '**Test**' can be used if there is a test that a student must also earn a certain score on to be eligible for graduation. Using Test will be covered in the Academic History – Sample Graduation Requirements document.

To choose which Sums are associated with an Eligibility Item, pick **Sum**. Then choose which Sum to include from the Sum drop-down list. This list comes directly from the listing on the Sum tab.

As you choose a Sum, you will see the two following fields become filled in automatically. In the example below you can see that the maximum value of the 'Algebra 1 or Equivalent' Sum must equal 1 for a student to meet that requirement.



Add/Edit Items for Eligibility Items screen.

Click the blue **Save** button. Then Add any other Sums that are associated with this Eligibility Item. Save all additions and changes. The resulting additions will be displayed when you are returned to the Add/Edit Eligibility Items screen.

Edit Eligibility

Description: ☒ Write Result

Sum: Algebra 1 or Equiv.	= 1	Delete Item
Sum: Other Mathematics	= 2	
		Edit Item
		Add Item

Add/Edit Eligibility Items screen showing the Sums and the values that must be met for a student to be eligible to meet the Mathematics Graduation Requirements.

To finally commit changes and additions to the database, click the **Save** button at the bottom of the screen.

CONJUNCTIONS:

An example where conjunctions are used can be seen in the Foreign Language requirements set up for this school. A student must complete 2 units of Spanish OR 2 units of French OR 2 units of German. The resulting Eligibility and its Items is displayed below.

North Lincoln High - Requirements Editor
File Help Date: 09/21/1998

Edit Eligibility

Description: ☒ Write Result

Sum: Spanish	= 2	Delete Item
OR		
Sum: French	= 2	Edit Item
OR		
Sum: German	= 2	Add Item

Undo Save

Print Copy Confir Run Delete Undo Add Save Quit

Add/Edit Eligibility Items screen showing the Sums and the values that must be met for a student to be eligible to meet the Foreign Language Graduation Requirements. The 'OR' conjunction tells the system that two units must be completed in ONE of those Items, not all of those items as an 'AND' conjunction would define.

This was accomplished through the following steps:

- ✍✍ Add Item, pick Sum, select Spanish from the drop down list, click Save.
- ✍✍ Add Item, pick Conjunction, choose 'OR', click Save.
- ✍✍ Add Item, pick Sum, select French from the drop down list, click Save.
- ✍✍ Add Item, pick Conjunction, choose 'OR', click Save.
- ✍✍ Add Item, pick Sum, select German from the drop down list, click Save.

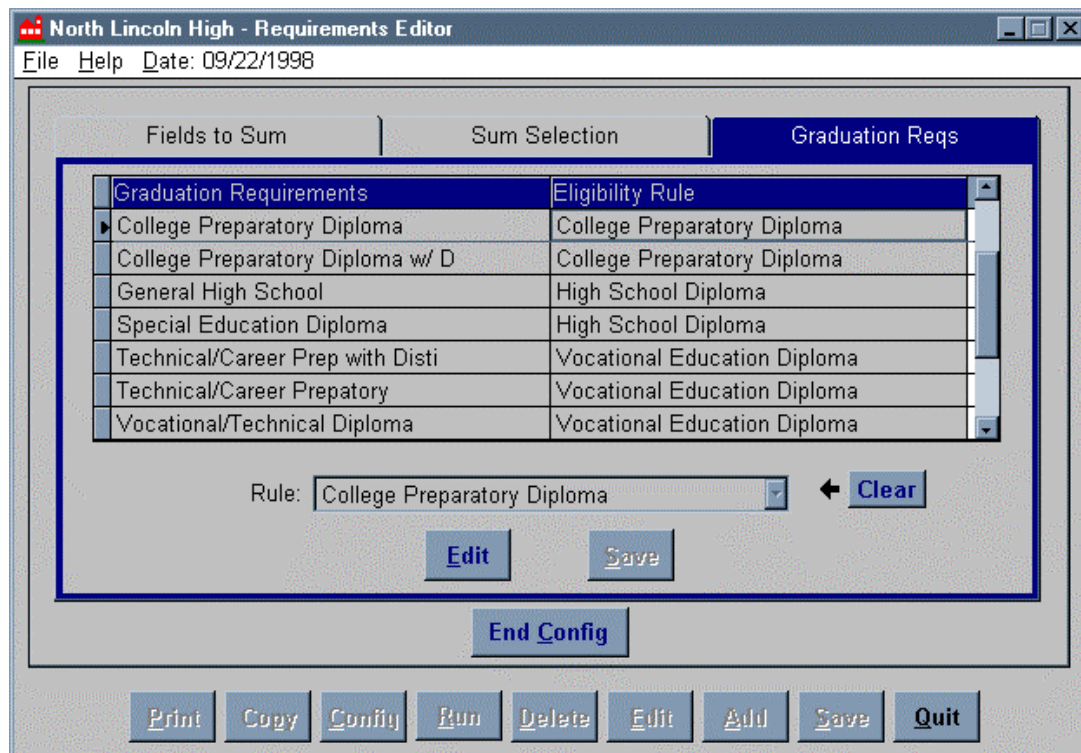
Link Requirements to Students

After Graduation Requirement Eligibility Rules have been added, they need to be tied to students so that the eligibility process knows which students must meet which requirements. For the process to work, students must have had a Graduation Requirement assigned to them in the Student Editor. This set up was described in the Preparing for Graduation Requirements documentation.

Return to Configuration

The actual linking of an Eligibility Rule to a Graduation Requirement type that was selected for a student is done in the Requirements Editor while in configuration mode.

From the opening Requirements screen, click **Config**. Go to the '**Graduation Reqs**' tab.



Requirement Editor showing Eligibility Rules linked to Graduation Requirement types.

Graduation Requirements – a listing of the Graduation Requirements that can possibly be assigned to students. This list comes from the Graduation Requirements codes table in the Table Editor.

Eligibility Rule – a listing of the Eligibility Rules that have associated to each type of Graduation Requirement.

Link an Eligibility Rule to a Graduation Requirement Type

Select the Graduation Requirement you want to tie to an Eligibility Rule by clicking on its row in the grid displayed. Click the blue **Edit** button.

From the **Rule** drop-down box at the bottom of the screen, select an Eligibility Rule to link to the selected Graduation Requirement. Click the blue **Save** button.

To clear a selection, click the **Clear** button to the right of the **Rule** field. Save the change.

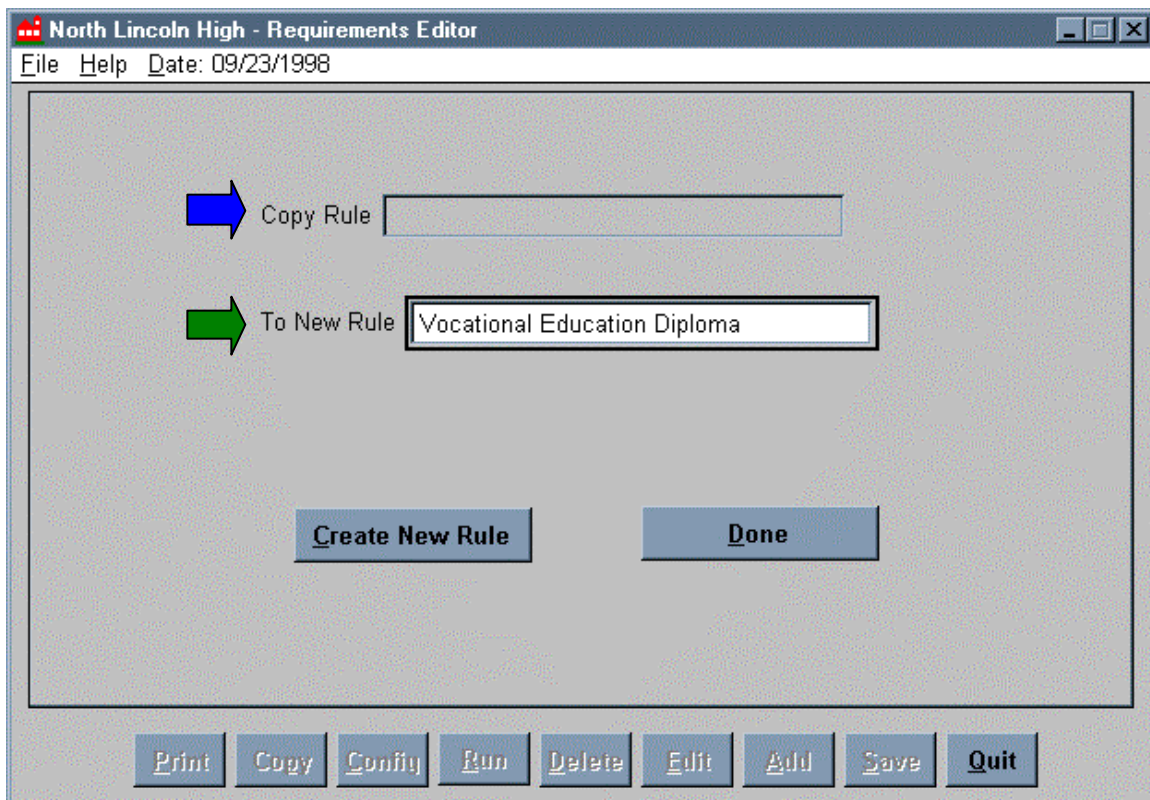
Now, for example, any student that you've selected the Graduation Requirement of 'General High School' for, the Eligibility rule of High School Diploma must be met for the student to be eligible for graduation. The eligibility checking process will use the Sums and Items defined for the High School Diploma Eligibility Rule when checking for eligibility of students who have the Graduation Requirement type of General High School selected.

COPY AN ELIGIBILITY RULE

Since many Eligibility Rules for meeting Graduation Requirements are similar within a school, the Copy function of the Requirements Editor is an easy way to add rules once a basic rule has been defined.

To copy an [existing Eligibility Rule](#) to a new rule, [select the rule you want to COPY FROM](#) from the list of rules on the opening screen of the Requirements Editor. Click the **Copy** button at the bottom of the screen.

Enter the name of the **new rule** and click **Create New Rule**.



The screenshot shows a window titled "North Lincoln High - Requirements Editor" with a menu bar containing "File", "Help", and "Date: 09/23/1998". The main area contains two input fields: "Copy Rule" with a blue arrow icon to its left, and "To New Rule" with a green arrow icon to its left. The "To New Rule" field contains the text "Vocational Education Diploma". Below these fields are two buttons: "Create New Rule" and "Done". At the bottom of the window is a row of buttons: "Print", "Copy", "Config", "Run", "Delete", "Edit", "Add", "Save", and "Quit".

Copy Rule screen in the Requirements Editor.

When the process is complete, you can return to the main screen by clicking **Done**.

To make changes to the set up of the new rule, select it from the main screen and click **Edit**.

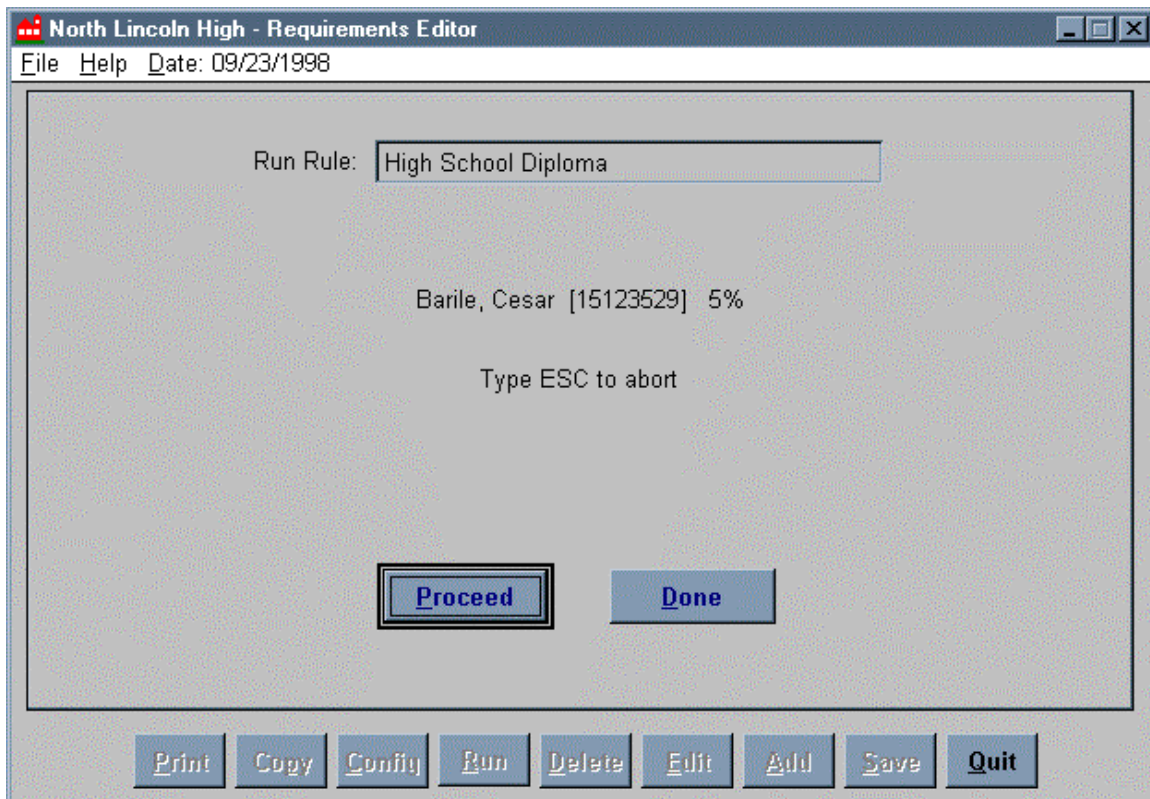
Go through the tabs as necessary and Edit any Items or values as needed. Be sure to Save all changes by clicking the blue **Save** buttons and the **Save** button at the bottom of the screen.

RUN THE ELIGIBILITY CHECKING PROCESS

Once all of the configuration and set up for Graduation Requirements is complete you may run the eligibility checking process to see which students meet a selected Eligibility Rule.

From the opening screen that lists the Eligibility Rules, select the rule you want to process. Click on the row of the rule you want to check eligibility for. Click **Run**.

If the set up was properly completed for the selected Eligibility Rule, the processing screen will appear:



Requirements Editor processing screen.

Click **Proceed** to begin checking for eligibility, or **Done** to skip processing at this time and return to the main screen.

This screen will display the status of the eligibility checking process as it runs.

RESULTS

under construction